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4 October 1983

MEMORANDUM FOR: Information Services Planning Working Group

FROM: [REDACTED] Chairman

SUBJECT: Minutes of 29 September 1983 Working Group Meeting

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1. The Information Services Planning Working Group met on Thursday, 29 September 1983. Participants included [REDACTED]

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[REDACTED] Monitoring the meeting was Clare Rice (D/OCR). [REDACTED]

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2. [REDACTED] convened the meeting, asking for corrections to the minutes of the 15 September meeting. No corrections were noted. [REDACTED]

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3. Bob recounted highlights of the Methodology Subgroup meeting the morning of 29 September. Our report to the ISB will contain the following: (1) a background statement [REDACTED] (2) a list of the information systems (IS) problems we need to address [REDACTED] (3) the need for planning [REDACTED] (4) a planning methodology (all); (5) the major planning issues before us (the Implementation Subgroup); (6) the planning areas to be covered by an IS plan; and (7) our recommendations to the ISB.

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4. In the discussion that followed, the group decided that the methodology was not our primary concern. The organization for planning is far more important, and whatever entity assumes the planning role will want to refine or tailor the methodology. [REDACTED] noted the importance of linking the planning function with the budget process. [REDACTED]

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5. The group then discussed some of the organizational options we might recommend. They ranged all the way from a single IS planner on the DCI Planning Staff to a new IS directorate. The consensus seemed to be that a

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small group of 3-5 people might be the most viable approach. We will present a range of options to the ISB, each with its associated costs and benefits, and our recommendation on one of the options. [redacted]

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6. David mentioned there will be a BIOSTAR display in room 2E62 HQS on 13 and 14 October. [redacted]

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7. The next meeting of the Information Services Planning Working Group is scheduled for Thursday, 13 October 1983, at 1330 hours in Room 4C32 Headquarters. The agenda for the meeting, which is scheduled for 90 minutes is as follows:

- o Approve the minutes of the previous meeting.
- o Take care of any old business.
- o Review the Methodology Subgroup's submissions.
- o Consider planning organization options. [redacted]

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O/Compt/IHG, [redacted] (4 Oct 83)

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